

TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Ana M. Gonzalez, Grants Specialist

PREPARED BY: Ana M. Gonzalez, Grants Specialist

SUBJECT: Resolution

AFFECTED DISTRICT: Townwide

ITEM REQUEST: **Schedule for Council Meeting**

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS FOR THE LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM AND THE SUBMITTAL OF OUR REGISTRATION APPLICATION TO COMMENCE THE PARTICIPATION IN THE LUCA PROGRAM, AND PROVIDING AN EFFECTIVE DATE.

REPORT IN BRIEF: The LUCA Program, authorized by the Census Address List Improvement Act of 1994 (Public Law 103-430), provides tribal, state, and local governments the opportunity to review and update the Census Bureau's list. If the Town chooses to participate in the LUCA Program the \$1,440.00 granted will be to hire a part-time intern to review and update the Census Bureau's address list and review and update the legal boundaries and features on the Census Bureau maps. Please see attached back-up that discusses the benefits of the program and how it is administered as well as the registration agreement.

PREVIOUS ACTIONS:

CONCURRENCES:

FISCAL IMPACT: Yes

Has request been budgeted? No

If yes, expected cost: None- Grant Revenue

RECOMMENDATION(S):

Attachment(s): Resolution and agreement

RESOLUTION _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS FOR THE LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM AND THE SUBMITTAL OF OUR REGISTRATION APPLICATION TO COMMENCE THE PARTICIPATION IN THE LUCA PROGRAM, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Davie intends to review and update the Census Bureau's address list of the Town of Davie; and

WHEREAS, the Town of Davie intends to review and update the legal boundaries and features on the Census Bureau maps of the Town of Davie; and

WHEREAS, this grant program provides for \$1,440.00 to hire an intern at \$8.00 per hour for 180 hours; and;

WHEREAS, it is in the best interest of the Town of Davie to accept this funding and complete the registration application to review and update the Census information in the Town of Davie.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA.

SECTION 1. The Town Council of the Town of Davie hereby authorizes the Town Administrator and/or Designee to accept a grant from the Department of Community Affairs and submit a registration form to the U.S. Department of Commerce for the LUCA program.

SECTION 2. The Town Council authorizes the Town Administrator and/or Designee to accept and implement the grant, if awarded, and to execute all necessary grant contracts, documents, and reports.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____ 2007.

MEMBER
ATTEST:

MAYOR/COUNCIL

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2007

Will Your Community Be Ready for the 2010 Census Local Update of Census Addresses (LUCA) Program?

2010 Census LUCA Program

Reissued
June 2007

The Local Update of Census Addresses Program, also known as LUCA, is a decennial census geographic partnership program that will allow the U.S. Census Bureau to benefit from local knowledge in developing its Master Address File for the 2010 Decennial Census and as subsequent use for yearly ongoing household surveys. Tribal, state, and local governments can contribute to a complete enumeration of their communities by reviewing and updating the list of housing units and group quarters addresses that the Census Bureau will use to deliver 2010 Decennial Census questionnaires within their communities.

Why is the LUCA Program important to your community?

An accurate population count starts with an up-to-date and accurate address list. Having a housing unit or group quarters address listed on the Master Address File ensures that the people residing at the address will be enumerated. A February 2003 Government Accountability Office report indicated that in fiscal year 2000, about \$283 billion in federal grant money was distributed to state and local governments by formula; states received their share of this money based in part on factors such as annual population estimates derived from the 1990 decennial census. When the population estimates were updated to reflect the 2000 census results, an additional \$388 million in federal grant funding went predominately to the 23 states that had above-average estimate revisions. Clearly the stakes are high and a complete count is vital to cities and towns nationwide.

How is the LUCA Program administered?

The LUCA Program is made possible by the Census Address List Improvement Act of 1994 (Public Law 103-430) which provides an opportunity for designated representatives of tribal, state, and local governments to review the addresses contained on the census address list. The program operates as follows:

- Each invited government designates a LUCA liaison to review the portion of the census address list covering the area under its jurisdiction. The LUCA liaison will be subject to the same confidentiality requirements as census workers, which prohibits the disclosure of census information. The address list is confidential under Title 13 of the U. S. Code and participants must review a set of security guidelines and sign a confidentiality agreement promising to protect the confidentiality of the addresses.
- The Census Bureau will send the LUCA liaison an address list from the Master Address File, corresponding maps, and the address count list.
- In areas with city-style addresses, the LUCA liaison can update individual addresses on the list, as well as add addresses missing from the list. The Census Bureau will verify the updates during the Address Canvassing Operation and provide feedback to the participants about the results.

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U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU

- In areas with non-city-style addresses (e.g., rural route and box number or post office box numbers), the LUCA liaisons can challenge the count of housing unit and group quarters addresses.
- The Census Bureau will visit each census block during the Address Canvassing Operation and update the census address list. The Census Bureau will provide the LUCA participants with an updated address list and maps during the feedback phase.
- Public Law 103-430 allows LUCA participants to appeal final Census Bureau decisions. All appeals must be adjudicated prior to Census Day to ensure that the housing unit is visited during the enumeration phase. An agency independent of the Census Bureau will review and decide on all appeals prior to Census Day, April 1, 2010.

How has the LUCA Program changed from Census 2000?

The Census Bureau is making a number of improvements to the 2010 LUCA Program:

- There will be a single review cycle for all address types.
- There will be a longer review period: 120 calendar days.
- There will be more advance notice so that participating governments can prepare.
- There will be more comprehensive program communications, as well as periodic contact to answer questions and gauge each participating government's progress.
- There will be three options for participation.
- Participating governments will be offered the option of using the Census Bureau supplied MAF/TIGER® Partnership Software application that combines the census address list, address count list, and maps in a software package.

What is the LUCA Program schedule?

Time Frame	Activity
January 2007 to February 2007	LUCA advance notice letters were mailed to the highest elected official and other contacts in eligible, active, functioning governments.
August 2007	LUCA invitation letters and registration materials mailed to the highest elected official and other contacts in eligible, active, functioning governments.
August 2007 to January 2008	Invited governments register for LUCA and the Census Bureau ships the LUCA review materials to each participating government.
September 2007 to March 2008	LUCA participants review and update the address list and return their comments to the Census Bureau's Regional Office within 120 days of receipt of materials.
October 2007 to October 2008	Census Bureau reviews the participants' LUCA submissions and updates the Master Address File/TIGER® system.
November 2008 to June 2009	Census Bureau prepares for and conducts the Address Canvassing Operation using GPS-equipped hand-held computers.
August 2009 to October 2009	Census Bureau sends feedback materials to the LUCA participants showing how we processed each government's LUCA submissions.
September 2009 to December 2009	LUCA participants review their LUCA feedback and have the opportunity to appeal the results to the LUCA Appeals Office.
September 2009 to January 2010	LUCA Appeals Office reviews and adjudicates appeals.

What are the LUCA participation options?

There are three LUCA participation options for a government to choose from depending on factors such as the type of addressing within their government, access to an address list, willingness to sign a Title 13 confidentiality agreement, as well as their level of resources for conducting the review.

Option 1—Full Address List Review (Title 13 option)

This option requires a Title 13 confidentiality agreement and allows the participating government to update city-style addresses on the census address list and provide any city-style addresses that are missing from the list.

City-style addresses are those used for mailing or E-911 in a house number and street name format. In census blocks within a jurisdiction that contain non-city-style addresses (P.O. Box, RR and Box) the LUCA participant may challenge the count of addresses in each census block. After the Address Canvassing Operation validates the address changes, the participant will receive feedback on their submission and may appeal the results to an independent LUCA appeals office that will adjudicate the differences.

Option 2—Local Address List Submission (Title 13 option)

This option may be selected by governments that have city-style addressing (mailing or E-911) but do not wish to update the Census Bureau's address list. The participating government submits its list of city-style addresses assigned to the census blocks within its jurisdiction in a Census Bureau predefined format. The Census Bureau will provide Option 2 participants with the census address list and maps as a reference, which is why a Title 13 confidentiality agreement is required. After the Address Canvassing Operation validates the participant's address list submission, the participant will receive feedback on each address submitted to the Census Bureau. If the participant does not agree with the Census Bureau's decision, the government may appeal the results to an independent LUCA appeals office that will adjudicate the differences.

Option 3—Local Address List Submission (Non-Title 13 option)

This option may be selected by governments that have city-style addressing (mailing or E-911) but do not wish to update the Census Bureau's address list and do not wish to sign a confidentiality agreement, or cannot meet the Census Bureau's security guidelines for protecting Title 13 information. This option allows the participating government to help improve the census address list by submitting its city-style addresses coded to the census blocks within its jurisdiction. The Census Bureau will provide Option 3 participants with maps and counts of addresses for each census block within its jurisdiction. After the Address Canvassing Operation validates the participant's submission, the participant will receive updated maps and counts of addresses by census block. The results under Option 3 cannot be appealed since the participant will not be able to tell the independent appeals office which addresses are missing from the census address list.

What type of LUCA review materials will I receive?

Census Address List and Address Count List

The census address list and address count list will be offered in paper and computer-readable formats. The paper media option will be available for governments with 6,000 or fewer addresses (approximately 1,000 printed pages). The computer-readable lists are in ASCII pipe-delimited (|) text file format which are easily opened using most common spreadsheet and database software applications.

Census Maps from the MAF/TIGER® Database

The LUCA program maps will be offered in printed map sheet format or the participant may select the spatial data from TIGER® (the Census Bureau's Topologically Integrated Geographic Encoding and Referencing system) in shapefile format that requires a Geographic Information System (GIS) software application to view and update the file. LUCA participants using their own GIS software must use the Census Bureau provided shapefiles and return their map feature updates in the specified shapefile format.

Census Bureau's MAF/TIGER® Partnership Software

Participating governments may also use a Census Bureau supplied software application to update both the census address list and maps. The MAF/TIGER® Partnership Software (MTPS) is a tailored GIS application that combines both the census address list and digital maps into one application that participants use to do their address and map updates. The MTPS gives LUCA participants the ability to open their local address list in a non-editable view table. All address and map updates done with the MTPS will meet the Census Bureau's formatting requirements. This software is appropriate for any level of government that does not already have its own GIS software and only requires a Windows 98® or newer operating system (excluding Microsoft Windows Vista™).

How does LUCA integrate with other Census Bureau programs?

One benefit of participation in the 2010 Decennial Census LUCA program is that participating governments will be able to use their LUCA maps to provide updates to their legal boundaries. This means that if your government registers for the LUCA Program by October 31, 2007, the Census Bureau will not send you a separate 2008 Boundary and Annexation Survey (BAS) package in January 2008. The Census Bureau conducts the BAS annually to collect information about selected legally defined geographic areas. The BAS is used to update information about the legal boundaries and names of all governmental units in the United States. The Census Bureau uses the boundary information collected in the BAS to tabulate data from various programs and surveys, such as the Population Estimates Program and the American Community Survey. The boundaries are also provided to other federal agencies in accordance with Office of Management and Budget Circular A-16 and Executive Order 12906.

Yearly Boundary and Annexation Survey Schedule:

- September—the BAS contact is sent a prenotification letter (by fax/e-mail/mail) for the upcoming survey, asking if he or she will have changes to report as of January 1.
- January—BAS package mailed out.
- March–April—State Data Center staff conducts telephone follow-up.
- BAS packages received by April 1 will be included in the Population Estimates Program for estimates released the following calendar year.
- June 30—packages received will be included in the next BAS year materials.

Population Estimates Program

The Population Estimates Program publishes total resident population estimates and demographic components of change (births, deaths, and migration) each year. It also publishes the estimates by demographic characteristics (age, sex, race, and Hispanic origin) for the nation, states, and counties. In addition to the resident population universe, it also produces population estimates for these universes: resident plus armed forces overseas; civilian, and civilian noninstitutional at the national level; and civilian at the state level. The reference date for estimates is July 1 of each year.

American Community Survey

The American Community Survey (ACS) is a new nationwide survey designed to provide communities a fresh look at how they are changing. The ACS is conducted instead of administering the long form in future censuses and is a critical element in the Census Bureau's reengineered 2010 Decennial Census plan. The ACS will enhance your ability to serve your constituents by providing you with more timely information about your community. Data from this survey is released every year. Armed with more accurate and timely data, you will be able to make better informed decisions by having up-to-date information regarding your community, its people, and its resources. The Census Bureau selects a random sample from its file of housing unit addresses. An address has about 1 chance in 480 of being selected in any month. No address will be selected more often than once every five years.

Both the Population Estimates Program and the American Community Survey use the legal boundaries in existence for each jurisdiction on January 1 of each year. These boundaries are collected through the BAS, and all addresses geographically coded to the streets and roads within your jurisdiction become part of the sampling frame for the American Community Survey as well as part of the base used to calculate your population estimates. Therefore, participation in the LUCA Program and the BAS helps to ensure your community has good coverage—which contributes to good population estimates.

How do I find out more about LUCA and the other programs discussed?

Visit us at [<www.census.gov>](http://www.census.gov) to reach the Census Bureau's home page.

To find out more about the LUCA Program, click on [Geography](#) then [Geographic Programs](#) or type in the URL [<www.census.gov/geo/www/programs.html>](http://www.census.gov/geo/www/programs.html). You may also send your questions regarding the LUCA Program to the following e-mail address: [<luca@geo.census.gov>](mailto:luca@geo.census.gov).

To find out more about the BAS, click on [Geography](#) then [Geographic Programs](#) or type in the URL [<www.census.gov/geo/www/programs.html>](http://www.census.gov/geo/www/programs.html) or contact us at [<GEO.BAS@census.gov>](mailto:GEO.BAS@census.gov).

To find out more about the Population Estimates Program and the American Community Survey, visit us at [<www.census.gov>](http://www.census.gov) and click on links to the [Estimates](#) page and the [American Community Survey](#) page adjacent to People & Households near the top of the home page.

To find the local Census Bureau Regional Office that serves your community, visit us at [<www.census.gov>](http://www.census.gov) and click on [Regional Offices](#) along the left side of the screen. Then click your state on the map to get to the regional office that serves your state.

For questions on **General Census Geography**, contact [<geography@geo.census.gov>](mailto:geography@geo.census.gov).

D-1685(LG)
(6-2007)



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

Davie town
PL1216475
17934

August 2007

The Honorable Tom Truex
Mayor
Office of the Mayor
6591 Orange Dr
Davie FL 33314-3348

Dear The Honorable Tom Truex,

The U.S. Census Bureau invites your government to participate in the 2010 Decennial Census Local Update of Census Addresses (LUCA) Program. Every ten years, the Census Bureau conducts a census of the population and housing of the United States. Census data drive redistricting decisions and directly affect the distribution of more than \$300 billion in federal funds each year. We are requesting your help to ensure that the Census Bureau's address list is as accurate as possible for your jurisdiction. Because the address list is the basis for enumeration, using your local knowledge to improve it is the most important step you can take toward every person in your community being counted.

The LUCA Program, authorized by the Census Address List Improvement Act of 1994 (Public Law 103-430), provides tribal, state, and local governments the opportunity to review and update the Census Bureau's address list. If you choose to participate in the LUCA Program, you will be able to:

- Review and update the Census Bureau's address list, or submit your local address list to the Census Bureau in the Census Bureau specified computer-readable format; and
- Review and update the legal boundaries and features on the Census Bureau maps.

The enclosed flyer, *Will Your Community Be Ready for the 2010 Census Local Update of Census Addresses (LUCA) Program?*, provides an overview of the LUCA Program. This flyer answers questions that may assist your government in deciding whether to participate in this important program.

Also enclosed are the Registration Form, the Participation Option/Product Preference Form, the Confidentiality and Security Guidelines, the Confidentiality Agreement Form, the Self-Assessment Checklist, and two computer-based training (CBT) CD-ROMs. One CBT CD-ROM provides background and instructions on participating in the LUCA Program. The second CBT CD-ROM contains instructional information on the Census Bureau's Master Address File/Topologically Integrated Geographic Encoding and Referencing Partnership Software (available free of charge to LUCA Program participants), a geographic information system software application that allows your government to update both the address list materials and map information.

If your government chooses to participate, please do the following:

- Choose a LUCA Program participation option and complete the Participation Option/Product Preference Form.
- Complete and sign the Registration Form.
- Designate a LUCA Program liaison and reviewers. (The liaison and all reviewers must sign the Confidentiality Agreement for Option 1 and Option 2.)
- Ensure that the LUCA Program liaison completes and signs the Self-Assessment Checklist (required for participation in Option 1 and Option 2).

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Helping You Make Informed Decisions

www.census.gov

FORM D-1668 (6-12-2007)	U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU	ENTITY ID PL1216475												
REGISTRATION FORM LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM 2010 Decennial Census														
Please complete this form and return it to your U.S. Census Bureau Regional Office.														
A. PARTICIPATION INFORMATION														
1. <input type="checkbox"/> YES! Our government would like to participate in the 2010 Decennial Census LUCA Program.														
2. <input type="checkbox"/> NO, we are not able to participate. <i>Please mark (X) all that apply below.</i>														
<table style="width: 100%;"> <tr> <td style="width: 50%;"> a. <input type="checkbox"/> Insufficient staff b. <input type="checkbox"/> Lack of funds c. <input type="checkbox"/> No time/Too busy d. <input type="checkbox"/> No local address list available e. <input type="checkbox"/> Concerns about the security and confidentiality of the Census Bureau's address list </td> <td style="width: 50%;"> f. <input type="checkbox"/> Restrictions on the use of the Census Bureau's address list for other purposes g. <input type="checkbox"/> Other reason – <i>Specify (Please print)</i> _____ _____ </td> </tr> </table>			a. <input type="checkbox"/> Insufficient staff b. <input type="checkbox"/> Lack of funds c. <input type="checkbox"/> No time/Too busy d. <input type="checkbox"/> No local address list available e. <input type="checkbox"/> Concerns about the security and confidentiality of the Census Bureau's address list	f. <input type="checkbox"/> Restrictions on the use of the Census Bureau's address list for other purposes g. <input type="checkbox"/> Other reason – <i>Specify (Please print)</i> _____ _____										
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We rely on your comments to help us improve future LUCA programs.														
B. HIGHEST ELECTED/APPOINTED OFFICIAL MAKING THIS COMMITMENT – Please print														
1. Name of participating government _____														
2. Printed name of Highest Elected/Appointed Official – <i>First, middle initial, last</i> _____														
3. Signature – <i>First, middle initial, last</i> _____														
4. Position – <i>Governor, Commissioner, Mayor, Supervisor, etc.</i> _____														
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5. Telephone Area code Number _____ - _____ - _____	6. E-mail address _____	7. Date Month Day Year _____ / _____ / _____												
C. LIAISON INFORMATION Please designate your official 2010 Decennial Census LUCA Program liaison (work contact) by providing the following information. Please print.														
1. Name – <i>First, middle initial, last</i> _____														
2. Position – <i>Director, Assessor, Planner, etc.</i> _____														
3. Department, Organization, or Agency name _____														
<table style="width: 100%;"> <tr> <td colspan="4">4. Mailing address</td> </tr> <tr> <td colspan="4">Number and street name _____</td> </tr> <tr> <td>City _____</td> <td>State _____</td> <td colspan="2">ZIP Code _____</td> </tr> </table>			4. Mailing address				Number and street name _____				City _____	State _____	ZIP Code _____	
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5. Delivery address*														
Number and street name _____														
City _____	State _____	ZIP Code _____												
*The Census Bureau will ship all materials via FedEx. FedEx will not deliver to PO Box numbers or PO ZIP Codes.														

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FORM D-1669 (6-12-2007)	U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU	ENTITY ID PL1216475
CONFIDENTIALITY AGREEMENT LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM 2010 Decennial Census		
PLEASE PRINT		
1. Government name		
2. Name of LUCA Liaison's Office or Department (Assessor's Office, Planning Department, etc.)		
3. Address (House number and street name, RR, HC, or PO box number)		
4. City, State, ZIP Code		
Responsibilities for Participating in the 2010 Decennial Census LUCA Program All 2010 Decennial Census LUCA Program liaisons, reviewers, and anyone with access to Title 13 materials must agree to keep confidential the U.S. Census Bureau address information (including map structure points provided for feedback) they review or to which they have access. They may use this information solely for suggesting improvements to the Census Bureau's address list and maps. All individuals who will be reviewing Census Bureau addresses or have access to Title 13 materials must sign below to indicate they have read and understand the Census Bureau's results regarding restrictions related to confidential information. By signing this agreement, your government agrees to return or destroy all Title 13, Census Bureau confidential materials to the Census Bureau after the LUCA Program appeals process is complete. In addition, those who sign the agreement indicate that they understand the penalty for disclosing information about addresses or individuals obtained by the Census Bureau, including maps that contain structure points showing the location of housing units or group quarters is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both. Although access to the data is temporary, this commitment is permanent. You must be at least 18 years of age to sign this agreement.		
Liaison's name and telephone number		Your address - Please print <i>(If different from above)</i>
Printed name	Area code Telephone number <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px 0;"></div>	City
Signature	Date Month Day Year <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px 0;"></div>	State ZIP Code <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px 0;"></div>
Reviewer(s)/Person(s) with access to Title 13 materials name(s) and telephone number(s)		Your address - Please print <i>(If different from above)</i>
Printed name	Area code Telephone number <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px 0;"></div>	City
Signature	Date Month Day Year <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px 0;"></div>	State ZIP Code <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px 0;"></div>
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Signature	Date Month Day Year <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px 0;"></div>	State ZIP Code <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px 0;"></div>

U S C E N S U S B U R E A U

If you require more signature blocks, you may duplicate this form.

FORM D-1670 (6-12-2007)	U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU	ENTITY ID PL1216475
PARTICIPATION OPTION/PRODUCT PREFERENCE LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM 2010 Decennial Census		
1. Government name – Please Print		Telephone number Area code Number <div style="border-bottom: 1px solid black; width: 100px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; width: 100px;"></div>
2. Delivery address* Number and street name <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> City State ZIP Code </div>		
<p>The MAF/TIGER Partnership Software (MTPS) application combines the Census Bureau's Address List (option 1 and option 2), Address Count List, and shapefile into a GIS software package.</p> <p>If you have 6000 or more addresses, you can receive the Address List and Address Count List in computer-readable format only. Computer-readable versions of the lists are available on CD-ROM.</p> <p>The paper printout of the Address List contains six (6) addresses per page; the Address Count List contains 50 census blocks per page.</p>		
<p><i>Please mark (X) one participation option, then select a media choice for that participation option.</i></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <input checked="" type="checkbox"/> OPTION 1 Title 13 Full Address List Review <i>Signed Confidentiality Agreement Form required by law.</i> <p>Media Choice – Mark (X) one.</p> <p><input type="checkbox"/> MTPS application – Computer-readable Address List, Address Count List, and shapefiles</p> <p><input type="checkbox"/> All computer-readable – Address List, Address Count List, and shapefiles on CD-ROM</p> <p><input type="checkbox"/> All paper – Address List, Address Count List, and paper maps – <i>Mark (X) only one address list sort.</i></p> <p style="margin-left: 20px;"> <input type="checkbox"/> Census Tract#/Block#/Street Name/House#/Unit# (default sort) <input type="checkbox"/> Street Name/House#/Unit# (alphanumeric sort) </p> <p><input type="checkbox"/> Combination A – Computer-readable Address List and Address Count List on CD-ROM and paper maps</p> <p><input type="checkbox"/> Combination B – Paper Address List and paper Address Count List; and shapefiles on CD-ROM</p> <p style="margin-left: 20px;"> <i>Mark (X) only one address list sort.</i> <input type="checkbox"/> Census Tract#/Block#/Street Name/House#/Unit# (default sort) <input type="checkbox"/> Street Name/House#/Unit# (alphanumeric sort) </p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <input type="checkbox"/> OPTION 2 Title 13 Local Address List Submission <i>Signed Confidentiality Agreement Form required by law.</i> <p>Media Choice – Mark (X) one.</p> <p><input type="checkbox"/> MTPS application – Computer-readable Address List, Address Count List, and shapefiles</p> <p><input type="checkbox"/> All computer-readable – Address List, Address Count List, and shapefiles on CD-ROM</p> <p><input type="checkbox"/> Combination – Computer-readable Address List and Address Count List on CD-ROM and paper maps</p> </div> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> OPTION 3 Non-Title 13 Local Address List Submission <i>Confidentiality Agreement is not required.</i> <p>Media Choice – Mark (X) one.</p> <p><input type="checkbox"/> MTPS application – Computer-readable Address Count List and shapefiles</p> <p><input type="checkbox"/> All computer-readable – Address Count List and shapefiles on CD-ROM</p> <p><input type="checkbox"/> Combination – Computer-readable Address Count List on CD-ROM and paper maps</p> </div>		
*The Census Bureau will ship all materials via FedEx. FedEx will not deliver to PO ZIP Codes.		

U S C E N S U S B U R E A U

FORM D-1676 (6-12-2007)	U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU	ENTITY ID: PL1216475														
SELF-ASSESSMENT CHECKLIST FOR THE CONFIDENTIALITY AND SECURITY GUIDELINES LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM 2010 Decennial Census																
<p>Instructions</p> <p>Please review the <i>Confidentiality and Security Guidelines</i> then check the appropriate response on this form. If you select LUCA Participation Option 1 or Option 2, sign and return this form together with your completed 2010 Decennial Census LUCA Registration form, Participation Option/Product Preference form, and signed Confidentiality Agreement form in the enclosed, postage-paid envelope.</p> <p>Each LUCA liaison is responsible for protecting and safeguarding the confidential Census Bureau materials covered by Title 13, United States Code (U.S.C.). This includes any list or file that shows individual Census Bureau addresses and any map that shows structure points (<i>Structure points will be displayed on the address list and maps, where applicable, for the Feedback phase of the program</i>) for dwellings. The liaison must restrict access to the Census Bureau's address information to only those individuals who have signed the Confidentiality Agreement. All individuals directly involved in reviewing the materials for the 2010 Decennial Census LUCA Program and anyone with access to Title 13 materials must sign the Confidentiality Agreement making a permanent commitment to protect the confidentiality of Title 13 information. You must be at least 18 years of age to sign the Confidentiality Agreement.</p> <p>Protecting Census Bureau Address Information and Maps</p> <p>Keep all Census Bureau address information and maps showing structure location points (<i>structure points provided for Feedback phase only</i>) in a locked-room during nonwork hours. During work hours, do not leave a room unattended where Census Bureau address information and maps are being reviewed. Additionally, do not leave Census Bureau address information and maps unattended at your desk.</p> <p>Operating systems, programs, applications, and data related to the review of Census Bureau addresses must be accessible only to LUCA program liaisons, reviewers and anyone with access to Title 13 materials. The automated data processing (ADP) system must restrict the read, write, delete, and execute functions applicable to the Census Bureau's addresses. If Census Bureau address information is placed on a shared computer system, create electronic security profiles to allow access only to LUCA Program liaisons, reviewers, and anyone with access to Title 13 materials. Lock all rooms with computers that contain Census Bureau address information and all associated media during nonwork hours.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: center;">Mark (X) the appropriate response.</th> </tr> </thead> <tbody> <tr> <td>1. Will you store Title 13 materials including the paper address list, CD-ROM/DVD containing the address list, and/or paper or digital maps containing structure points (structure points provided for Feedback phase only) in a secure location?</td> <td style="text-align: center;">1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No</td> </tr> <tr> <td>2. If staff members, other than those who signed the Confidentiality Agreement, have access to the offices, cabinets, etc. where the Census Bureau's address list and/or maps with structure points (structure points provided for Feedback phase only) are stored, will you secure the Title 13 materials (both paper and electronic) to prevent unauthorized staff from accessing these materials?</td> <td style="text-align: center;">1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No</td> </tr> <tr> <td>3. If Census Bureau Title 13 address information is placed on a shared computer system, will you construct electronic security profiles to allow only those who signed the Confidentiality Agreement access to the Census Bureau's address information?</td> <td style="text-align: center;">1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No</td> </tr> <tr> <td>4. Will you ensure that your ADP system restricts the read, write, delete, and execute functions applicable to the Census Bureau's Title 13 address list file only to those who signed the Confidentiality Agreement?</td> <td style="text-align: center;">1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No</td> </tr> <tr> <td>5. Will you assign an encrypted, unique user-ID and password for each LUCA Program liaison, reviewer, and anyone with access to Title 13 materials?</td> <td style="text-align: center;">1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No</td> </tr> <tr> <td>6. Will you keep Title 13 data separate from your other data? (Title 13 data cannot be backed-up, mixed with, or stored with other data.)</td> <td style="text-align: center;">1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No</td> </tr> </tbody> </table>				Mark (X) the appropriate response.	1. 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U S C E N S U S B U R E A U

To ensure that participating governments or organizations are maintaining adequate security safeguards, the Census Bureau may make on-site visits to review your organization's security procedures. The Census Bureau will strive not to disrupt your office's operations.

Mark (X) the appropriate

On-site visits To ensure that participating governments or organizations are maintaining adequate security safeguards, the Census Bureau may make on-site visits to review your organization's security procedures. The Census Bureau will strive not to disrupt your office's operations.		Mark (X) the appropriate response.
Do you understand that the Census Bureau may conduct on-site visits to your office to inspect your security measures regarding the Census Bureau's Title 13 materials?		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
Environmental or Natural Disasters Do you have a plan to keep Title 13 materials secure in the event of an actual environmental or natural disaster (fire, tornado)?		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
Return or Destruction of Confidential Census Materials Once the LUCA Program is over (at the conclusion of the appeals process), the LUCA liaison must return or destroy all remaining Title 13 materials according to the Census Bureau's specific guidelines for returning or destroying confidential material. The Census Bureau requires that the liaison verify that the participating government has returned or destroyed all Title 13 Census Bureau address information by signing and returning the "Return or Destruction of Title 13, U.S.C. Materials" form to the Census Bureau.		Mark (X) the appropriate response.
1. Will you clear all magnetic media (tapes, disks, hard drives) containing Census Bureau Title 13 address information before reuse?		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
2. Will you destroy all paper and electronic Census Bureau Title 13 address lists and maps containing structure location points (Feedback phase only) through approved destruction methods as outlined in the Confidentiality and Security Guidelines or return these Title 13 materials to your Census Bureau Regional Office?		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
LUCA LIAISON INFORMATION		
If your government can meet the above requirements, the LUCA liaison must print and sign his/her name, job title, telephone number, and enter the date below.		
Name of LUCA Liaison – <i>Please print</i> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%; margin-top: 5px;"></div>		
Signature of LUCA Liaison <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%; margin-top: 5px;"></div>		Date <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="text-align: center;">Month <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div></div> <div style="text-align: center;">Day <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div></div> <div style="text-align: center;">Year <div style="border: 1px solid black; width: 40px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div></div> </div>
Title <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%; margin-top: 5px;"></div>		
Telephone <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="text-align: center; margin-right: 10px;">Area code <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div></div> <div style="text-align: center; margin-right: 10px;">Number <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div></div> <div style="text-align: center; margin-right: 10px;">–</div> <div style="text-align: center; margin-right: 10px;"><div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div></div> <div style="text-align: center; margin-right: 10px;">–</div> <div style="text-align: center;"><div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div></div> </div>		

Confidentiality and Security Guidelines

June 2007

The law requires the U.S. Census Bureau to maintain the confidentiality for all of the information that it collects. The Census Bureau takes its responsibility to protect the confidentiality of the information it collects very seriously. Respondents place their trust in the Census Bureau each time they complete a survey or an interview. This trust in confidentiality is critical to the success of the Census Bureau's mission to collect and report the most accurate data possible. To uphold the law, the Census Bureau requires that all individuals who work with the Census Bureau's confidential materials read, understand, and agree to abide by the confidentiality and security guidelines outlined below.

Why Address Information Is Protected

Title 13, United States Code (U.S.C.), provides for the confidential treatment of census-related information. Chapter 1, Section 9 of the code states:

"Neither the Secretary, nor any other officer or employee of the Department of Commerce or bureau or agency thereof, or local government census liaison, may, except as provided in section 8 or 16 or chapter 10 of this title...

- 1) use the information furnished under the provisions of this title for any purpose other than the statistical purposes for which it is supplied; or*
- 2) make any publication whereby the data furnished by any particular establishment or individual under this title can be identified; or*
- 3) permit anyone other than the sworn officers and employees of the Department or bureau or agency thereof to examine the individual reports."*

Section 214 of the Code and the Uniform Sentencing Act of 1984 set the penalty for the wrongful disclosure or release of information protected by Title 13 at a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both.

To implement this law, all Census Bureau employees (both temporary and permanent) take an oath to maintain the confidentiality of the census information they encounter in their work. Census information includes:

- Everything on a completed or partially completed questionnaire or obtained in a personal or telephone interview.
- Individual addresses maintained by the Census Bureau that Local Update of Census Addresses (LUCA) Program liaisons review.
- Maps that identify the location of individual housing units and/or group quarters ("structure points").

Title 13 of the U.S.C. does not protect generalized address information, such as the address range data available in the Census Bureau's digital shapefile products.

In 1994, the U.S. Congress amended Chapter 1 of Title 13 to allow local government designated census liaisons to review the Census Bureau's address list for their area. This amendment recognizes the important role that local knowledge and participation can play in building and updating an accurate, comprehensive census address list. In amending this chapter, the Congress reaffirmed the confidential nature of address information.

U.S. CENSUS BUREAU

Helping You Make Informed Decisions

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU

The Confidentiality Agreement

Each participating government must designate a primary liaison. The primary liaison, all reviewers, and anyone with access to Title 13, U.S.C. materials must understand and sign the Confidentiality Agreement. The Census Bureau considers all individuals who have access to the Census Bureau's address information and maps showing the location of housing units and group quarters, liaisons. Therefore, all Option 1 and Option 2 2010 Decennial Census LUCA Program liaisons, reviewers, and anyone with access to Title 13 materials must sign the Confidentiality Agreement.

Signatures on this form constitute an agreement by each individual to abide by the security guidelines outlined below. While access to Title 13 protected information is temporary, the commitment to keep the information confidential is permanent.

- **The Census Bureau will not deliver the address list materials to Option 1 and Option 2 participants until we have received a completed and signed Confidentiality Agreement and Self-Assessment Form.**
- **Although you may have prior confidentiality agreements on file at the Census Bureau, these will not fulfill the requirements of the 2010 Decennial Census LUCA Program**

Security Guidelines

The Census Bureau recognizes the fact that the implementation of these guidelines may vary slightly from one participant to another. Regardless, the result must be the same for each participant – nondisclosure of information protected by Title 13, U.S.C.

The primary liaison accepts the responsibility for protecting and safeguarding the LUCA program materials covered by Title 13, U.S.C. This includes any list that shows individual Census Bureau addresses and any Census Bureau map or digital file that shows individual housing units and/or group quarters location ("structure points"). The primary liaison must restrict access to the Census Bureau's address information to those individuals who have signed the Confidentiality Agreement. The liaison, reviewers, and anyone with access to Title 13 materials must sign the Confidentiality Agreement.

As you read the Census Bureau's security requirements, keep in mind the important role security plays in the overall responsibilities of each LUCA program liaison, reviewers, and anyone with access to Title 13 materials. The Census Bureau must have your full cooperation and commitment to following these guidelines. Together, we will maintain the confidential information entrusted to the Census Bureau by the Congress and the American public.

Protecting Census Bureau Address Information

The Census Bureau will conduct training workshops covering all aspects of the LUCA program. In addition, the workshops will provide the participating governments with an opportunity to review the security guidelines and safeguards to protect against illegal use of Census Bureau address information. Census Bureau staff conducting the workshops will provide information to help you decide who in your organization needs to have access to the Census Bureau's Address List and will review the civil and criminal penalties for improper or illegal use of the data.

Onsite Visits

To ensure that participating entities or organizations are maintaining adequate security safeguards, the Census Bureau may make on-site visits to review your government or organization's security procedures. The Census Bureau will strive not to disrupt your office operations. A typical visit would include a review of:

- Storage and handling of Census Bureau address information.
- Employee access to Census Bureau address information.
- The physical safeguard of the computers, rooms, and buildings where the Census Bureau address information is stored.
- Instructions to employees about security.
- Data processing operations (including use of passwords).
- Employee awareness of their responsibilities to protect the confidentiality of Census Bureau addresses.

Protecting Paper Copies of Census Bureau Address Information and Maps

- Keep all Census Bureau address information in a locked room during non-work hours. If possible, store the Census address materials and maps showing structure points in locked desks or cabinets.
- During work hours, do not leave a room unattended where Census Bureau address information is stored. Lock the room whenever you leave.
- Do not leave Census Bureau address information unattended at your desk. Return any Title 13 data to secure storage when you are not using it.

- Only make copies of the information necessary to complete your task. Do not leave the copying machine unattended while making copies. All copied material containing Title 13 information must bear the statement:

"This document contains information, the release of which is prohibited by Title 13, U.S.C., and is for U.S. Census Bureau official use only. Wrongful disclosure or release of information can be punished by fine or imprisonment (Public Law 99-474)."

- To FAX a document containing Census Bureau address information to a Census Bureau location, make sure the document is properly labeled with the disclosure statement: **"DISCLOSURE PROHIBITED BY Title 13, U.S.C."**, verify the FAX number before sending, and arrange for a Census Bureau employee to be at the FAX machine to receive it and acknowledge receipt.
- Do not disclose precise or even anecdotal information about Census Bureau addresses or locations to anyone who has not signed the Confidentiality Agreement Form or is not a Census Bureau employee.

Protecting Computer-Readable Census Bureau Address Information and Maps

Operating systems, programs, applications, and data related to the review of Census Bureau addresses must be accessible only to LUCA program liaisons and reviewers. The automated data processing (ADP) system should restrict the read, write, delete, and execute functions applicable to the Census Bureau's addresses.

The ADP system must use log-on routines that require a user-ID and password that conform to the following guidelines:

- Assign a unique user-ID and password for liaisons, reviewers, and anyone with access to Title 13 materials.
- Passwords must consist of at least 8, nonblank characters consisting of at least one alphabet letter and either one number or one special character (\$, *, &). No more than six consecutive characters (AAAAAA) may appear in the password, and then only once.
- Reject passwords that are the same as the user-ID or that have been used within the last 6 months.
- Encrypt passwords.
- Disable passwords after three bad attempts.
- Do not display passwords on terminals or printers.
- Change passwords every 90 days (more frequent change is optional) or immediately, if compromised.
- On new accounts, the user must change the assigned password to a unique password the first time they log on.

The ADP system must display a warning log-on feature. Computer screens must display a warning that states:

****WARNING*WARNING*WARNING**
YOU HAVE ACCESSED A COMPUTER SYSTEM
CONTAINING UNITED STATES GOVERNMENT
INFORMATION. USE OF THIS COMPUTER
WITHOUT AUTHORIZATION OR FOR
PURPOSES FOR WHICH AUTHORIZATION
HAS NOT BEEN EXTENDED IS A VIOLATION
OF FEDERAL LAW AND CAN BE PUNISHED
BY FINE OR IMPRISONMENT (Public Law
99-474). ALL USE MAY BE INTERCEPTED,
MONITORED, RECORDED, COPIED,
AUDITED, INSPECTED, AND DISCLOSED
TO AUTHORIZED LAW ENFORCEMENT
OFFICIALS. REPORT SUSPECTED
VIOLATIONS TO YOUR AGENCY SECURITY
OFFICER. USE OF THIS SYSTEM INDICATES
YOU CONSENT TO THIS WARNING. LOG
OFF IMMEDIATELY IF YOU DO NOT AGREE
TO THE CONDITIONS OF THIS WARNING.
WARNING*WARNING*WARNING**

If Census Bureau address information is placed on a shared computer system, construct electronic security profiles to allow only LUCA program liaisons, reviewers, and anyone with access to the Census Bureau's address information. Test your security to ensure that only LUCA liaisons and reviewers are permitted access to the Census Bureau's address information.

ZIP and password protect Title 13 Census Bureau address information.

Lock all rooms containing computers with Title 13 Census Bureau address information and all associated media during non-work hours.

Do not leave computers with Census Bureau address information unattended during work hours. Log-off the computer/system or lock the room whenever you leave.

Label any computer diskettes, CD-ROMs, DVDs, tapes, cartridges or other computer storage media containing Census Bureau address information with the following:

"This document contains information, the release of which is prohibited by Title 13, U.S.C., and is for U.S. Census Bureau official use only. Wrongful disclosure or release of information can be punished by fine or imprisonment (Public Law 99-474)."

If backup is necessary, do not send the tapes, cartridges, or disks off-site. Store them in a secured area. **Do not mix, store, or back-up LUCA data with other data.**

Clear magnetic media (tapes, disks, hard drives) containing Census Bureau address information before reuse. To clear magnetic media, overwrite all Title 13 data three times at a minimum using a commercial disk utility program or degauss using a commercial degausser.

Program any software you develop for displaying the Census Bureau addresses to label each affected page of a printout containing Census Bureau address information with the following:

"This document contains information, the release of which is prohibited by Title 13, U.S.C., and is for U.S. Census Bureau official use only. Wrongful disclosure or release of information can be punished by fine or imprisonment (Public Law 99-474)."

Returning Census Bureau Title 13 Materials

Once you have completed your initial review and update of the LUCA materials, return only those materials with updates to the Census Bureau's Regional Office responsible for your jurisdiction. Make a copy of all updated pages to keep for your records. Retain all non-annotated Title 13 materials until you receive your feedback materials. Keep all retained address lists and copies in a secure location.

Use the following guidelines to ship the updated materials:

- Ship all Census Bureau confidential material in two opaque sealed envelopes that are durable enough to prevent someone from viewing or tampering with the enclosed materials.
- Label both sides of the inner envelope or wrapping with the disclosure notice:

"DISCLOSURE PROHIBITED BY Title 13, U.S.C."

- **DO NOT** label the outer envelope with the **"DISCLOSURE PROHIBITED BY Title 13, U.S.C."** notice.
- Address the outer envelope to:

ATTN: Geography
Regional Director
US Census Bureau
Regional Office name and address

- Use shipping contractors that provide tracking services, such as U.S. Postal Service certified or registered mail, FedEx, United Parcel Service, or similar service.

Return or Destruction of Census Bureau Confidential Materials

After the appeals process has concluded, **all** Title 13, U.S.C., Census Bureau address lists and maps containing structure points **must be returned or destroyed** according to the Census Bureau's specific guidelines for returning or destroying confidential material.

The liaison is required to verify the return or destruction of any remaining Title 13 materials, both paper and computer-readable including all paper copies, backup files, etc. The liaison must sign and return to the Census Bureau the "Return or Destruction of Title 13, U.S.C. Materials" form. In addition, all LUCA program reviewers and anyone with access to Title 13 materials who signed the Confidentiality Agreement are required to sign this form once their participation in the LUCA program has ended. Should any liaison, reviewer, or anyone leave before the end of the LUCA program, they are required to "sign-out" of the program by signing and dating this form.

Only those individuals who signed the Confidentiality Agreement are permitted to destroy Title 13, U.S.C. materials.

- Never deposit Census Bureau confidential materials in a trash or recycle container before destruction.
- Store the materials in a secure area in a container labeled "document destruction container" until they are destroyed.
- The destruction process must prevent recognition or reconstruction of the paper or computer-readable information. Use one of the following methods to destroy census confidential materials:
 - o Shredding
 - o Chemical decomposition
 - o Pulverizing (such as, hammer mills, choppers, etc.)

- o Burning (only in a facility approved by the Environmental Protection Agency)
 - o Clear magnetic media (tapes, disks, hard drives) containing Census Bureau address information before reuse. To clear, overwrite all Title 13 data a minimum of three times, using a commercial disk utility program or degauss using a commercial degausser.
 - o Clear diskettes by running a magnetic strip of sufficient length to reach all areas of the disk over and under each surface a minimum of three times. If the information cannot be destroyed as suggested, damage the disk in an obvious manner to prevent use in any disk drive unit and discard.
- Note:** Hand tearing or burying information in a landfill are unacceptable methods of disposal before destruction.
- o Destroy CD-ROMs and DVDs using a commercial grade shredder, suitable for rendering them un-usable, or cut them up with scissors in an obvious manner to prevent use in a drive unit.

